

Webinar Day 3: Overview of Contract Enablement

June 4, 2014



Goals for Today:

- Review the Master Blanket Purchase Order
- Review searching for contracts COMMBUYS
- Explain contract enablement:
 - ✓ For Departmental contacts migrated from Comm-PASS
 - ✓ For Departmental contacts NOT migrated from Comm-PASS



Readiness for Vendors

✓ **Today!!!**

CONTRACTS - Departmental contracts are active Master Blanket Purchase Orders in COMMBUYS.

✓ **Tomorrow!!**

CATALOG - A catalog is associated with each Departmental contract or vendor.

✓ **Friday!!**

Review Readiness Process, Action Steps and Tools, Q&A from the week

COMMBUYS

Terminology

COMM-Pass Term	COMMBUYS Term
Solicitations (all types)	Bid
Responses (all types)	Quote
Contracts (SWC & Departmental)	Blanket Purchase Order
	Open Market Purchase Orders
My Desktop	The Control Center

Master Blanket Purchase Orders

What They Are:

- Master Blanket Purchase Orders (POs) capture term contract agreements and allow for the processing of purchases (Release Requisitions) against them for the life of the contract
- Departmental contracts will become Master Blanket POs in COMMBUYS

Searching for Contracts

How to Search for Contracts in COMMBUYS

- For Departmental contracts migrated from Comm-PASS, you will need to locate those in COMMBUYS in order to convert them to a Master Blanket PO

Master Blanket Purchase Orders

Screenshot



Directions

1. Launch the COMMBUYS website by entering the URL <https://www.commbuys.com/bsol/> into the Browser

Enter your Login ID and Password



2. To Search for migrated Blankets, Click on the magnifying glass on the Header Bar to display the Advanced Search window

Advanced Search

Search for:	Module: <input type="text" value="Purchasing Module"/>		Document Type: <input type="text" value="Contract/Blankets"/>	
Search Using:	<input type="text" value="ALL of the criteria"/>			
	<input type="button" value="Find It"/>		<input type="button" value="Clear"/>	
Search Fields:	Contract/Blanket #	<input type="text"/>	PO Type	<input type="text"/>
	Contract/Blanket Description	<input type="text" value="Search for contract in this field"/>		
	Header Major Status	<input type="text"/>	Buyer	<input type="text"/>
	Vendor Name	<input type="text"/>	Vendor Legal Name	<input type="text"/>
	Type Code	<input type="text"/>	Bid #	<input type="text"/>
	Catalog	<input type="text"/>		
	Expiration Date(MM/DD/YYYY):	From: <input type="text"/>	To: <input type="text"/>	
	Item Description	<input type="text"/>		
	Organization	<input type="text"/>		
	U N S P S C Segment-Family	<input type="text"/>		
	U N S P S C Class	<input type="text"/>		
	Commodity-EPP	<input type="text"/>	Stock Item Number	<input type="text"/>
<input type="button" value="Find It"/>		<input type="button" value="Clear"/>		

Advanced Search ▾

Results

Contract/Blanket #	Description	Vendor Name	Organization	Status	Begin Date	End Date
C101576-V00000	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00001	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00002	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00003	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00004	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00005	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-V00006	05-9043-LABELS		Department of Correction	3PCO - Closed		
C101576-vCurrent	05-9043-LABELS		Department of Correction	3PS - Sent		

Exit

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New PO

General Items Vendor Routing Attachments Notes Change Orders Reminders Summary

PO Number:		Release:	0
Short Description*:	<input type="text"/>	Status:	3PI - In Progress
Purchaser:	Buyer, Buyer ▼	Receipt Method:	Quantity ▼
Fiscal Year:	2014 ▼	PO Type:	Blanket
Department*:	1080CONVD - Default Data Conversion Department ▼	Organization:	Operational Services Division
Location*:	1080L - Default Data Conversion Location ▼		
Solicitation Enabled:	<input type="checkbox"/>		
Type Code:	<input type="text"/>		
Catalog:	<input type="text"/>		
Entered Date:		Release Type:	Direct Release ▼
Print Dest Detail:	If Different ▼	Alternate ID:	<input type="text"/>
Control Code:	<input type="text"/>	Days ARO:	0
Retainage %:	0.0	Discount %:	0.0
Contact Instructions:	<input type="text"/>		
Tax Rate:	<input type="text"/>	Actual Cost:	\$0.00

Save & Continue

Master Blanket Purchase Order 0000038

General **Items** Vendor Routing Control Attachments Notes Change Orders Reminders Summary
General Notes

General Item Information Validation Errors

- This document has no normal/orderable items.

There are no items. Please click 'Add Item' or 'Search Items' below to add an item.

Search Inventory Items

Search Items

Add Item

Exit

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Master Blanket Purchase Order 0000038

- [General](#)
[Items](#)
[Vendor](#)
[Routing](#)
[Control](#)
[Attachments](#)
[Notes](#)
[Change Orders](#)
[Reminders](#)
[Summary](#)
- [General](#)
[Subcontractors](#)
[Distributors](#)

Vendor Validation Errors

- No PO Vendor.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method
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No vendor found for this Purchase Order.

[Lookup & Add Vendor](#)

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Master Blanket Purchase Order 0000038

Status: 3PI - In Progress 

General Items Vendor Routing **Control** Attachments Notes Change Orders Reminders Summary

Master Control Validation Errors

- At least one control is required for master blankets/contracts.

Master Blanket/Contract Begin Date*:


 

Master Blanket/Contract End Date*:

Cooperative Purchasing Allowed ☐

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	Add New: <input type="text"/> 	<input type="text" value="0.0"/>	\$0.00	<input type="text" value="0.0"/>

 Dollar Limit set to 0 indicates no limit.

Save & Continue

Reset

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General Items Vendor Routing Control **Attachments** Notes Change Orders Reminders Summary
Agency(0) Vendor(0)

Files

i Click Add File to add file attachments.

No File Attachments

Forms

i Click Add Form to add form attachments.

No Form Attachments

Add File

Add Form

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Master Blanket Purchase Order 0000191

General Items Vendor Routing Control Attachments Notes(1) **Change Orders** Reminders Summary

There are no change order for this document.

Create Change Order

Master Blanket Purchase Order 0000038				Status: SPI - In Progress		
General Items Vendor Routing Control Attachments Notes Change Orders Reminders Summary						
Header Information						
Purchase Order Number:	0000038	Release Number:	0	Short Description:	MSPO Department contract	
Status:	SPI - In Progress	Purchaser:	Buyer Buyer	Receipt Method:	Quantity	
Fiscal Year:	2014	PO Type:	Blanket	Minor Status:		
Organization:	Operational Services Division					
Department:	1080CONVD - Default Data Conversion Department	Location:	1080L - Default Data Conversion Location	Type Code:		
Alternate ID:		Entered Date:	06/03/2014 12:52:08 PM	Control Code:		
Days ARO:	0	Retainage %:	0.00%	Discount %:	0.00%	
Print Dest Detail:	if Different	Release Type:	Direct Release	Pcard Enabled:	No	
Catalog ID:		Tax Rate:		Actual Cost:	\$0.00	
Contact Instructions:						
Solicitation Enabled:	No					
Attachments						
Agency Files:						
Agency Forms:						
Vendor Files:						
Vendor Forms:						
Primary Vendor Information & PO Terms						
Vendor:	00000005 - test test test test, TX 78745 US Email: ejacobsen@periscopeholdings.com Phone: (555)666-6666 ID: 1238	Payment Terms:		Shipping Method:		
		Shipping Terms:		Freight Terms:		
Master Blanket/Contract Vendor Distributor List						
Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status		
00000005		test	Email	Active		
Master Blanket/Contract Controls						
Master Blanket/Contract Begin Date:		06/03/2014	Master Blanket/Contract End Date:		06/30/2014	
Cooperative Purchasing Allowed:		No				
Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount		
1080 - Operational Services Division	TEST1 - Test 1	\$0.00	\$0.00	\$0.00	\$0.00	
Item Information						
Print Sequence # 1.0, Item # 1: Department contract for SPI - In Progress						
UNSPSC Code: 65-10 - 15						
Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt	
Quantity	1.0	\$0.00	EA - Each	0.00	\$0.00	
Manufacturer:		Brand:		Model:		
Make:		Packaging:				
<input type="button" value="Submit for Approval"/> <input type="button" value="Clone PO"/> <input type="button" value="Print"/> <input type="button" value="Print Vendor Copy"/>						

Vendor Registration Process


Vendors register themselves in COMMBUYS!

- ✓ www.commbuys.com / Click “Register”
- ✓ Free/ 24-7
- ✓ Sequential & step-by-step with business information requests
- ✓ All Vendor Profiles can be edited

Vendors need to be registered in COMMBUYS in order for Departmental contract enablement to be completed.

Welcome To

COMMBUYS


OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION: For more information on COMMBUYS please visit us at [COMMBUYS](http://www.commbuys.com). If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:

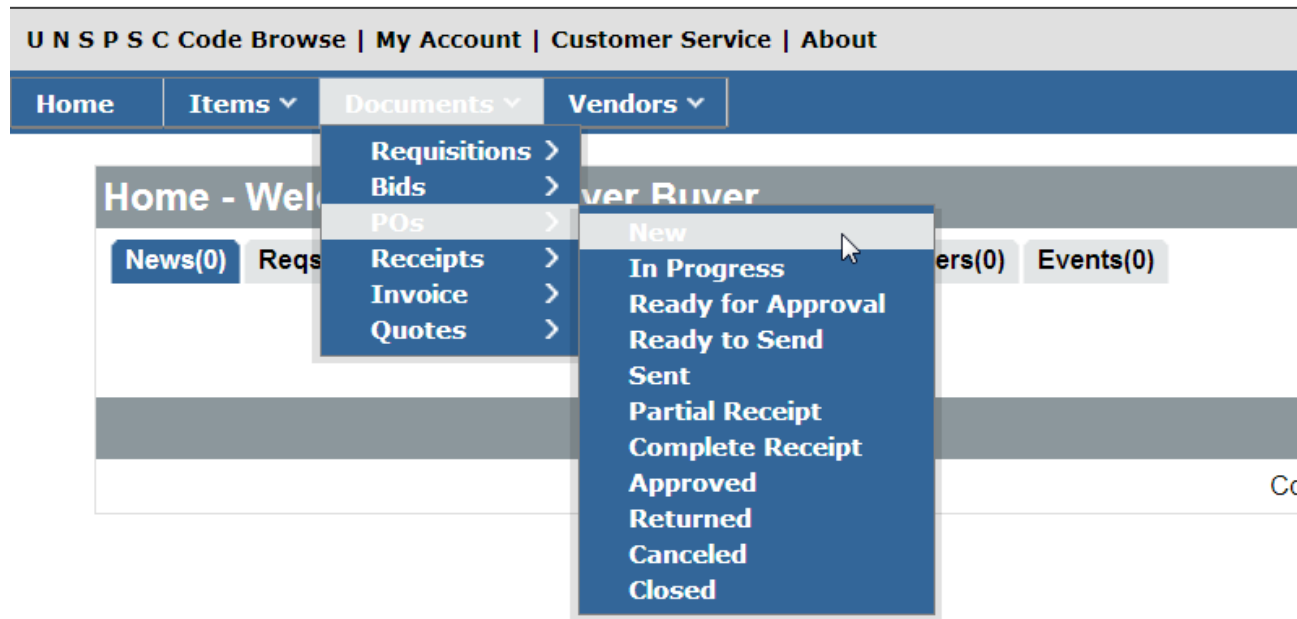
Password:

Login

[Forgot your password?](#)

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Creating contract from scratch



Next Steps

Think through the following:

- Create and prioritize an inventory for your Departmental contracts
 - ✓ Contracts migrated to COMMBUYS
 - ✓ Contract that need to be created as Master Blanket POs from scratch
- Plan who should attend your Secretariat workshop and what priority topics you would like to discuss
- What contracts to bring to your Secretariat workshop to work through the transition to COMMBUYS (you'll have more information about this after Webinar 4)
- What assistance your Organization Administrator might need with ongoing set-up of approval paths and user roles



OPERATIONAL SERVICES DIVISION

Webcasts

- [Overview of COMMBUYS](#)
- [Basic COMMBUYS Navigation](#)
- [Searching for Contracts in COMMBUYS](#)
- [Purchasing from Statewide Contracts in COMMBUYS](#)
- [Approving Documents in COMMBUYS](#)



Webcasts

- [Overview of COMMBUYS](#)
- [Approving Documents in COMMBUYS](#)



Job Aids

- [COMMBUYS Bids](#)

I Prepare Bids



Training Classes

- [Procurement in COMMBUYS: Creating Posting & Managing](#)



I Buy from Contracts



Job Aids

- [COMMBUYS Requisitions](#)
- [COMMBUYS Purchase Orders](#)



Training Classes

- [Purchasing in COMMBUYS](#)

COMMBUYS Community Resource Map

I Administer My Organization



Training Classes

- [Organization Set-Up and Maintenance](#)



Job Aids

- [How to Maintain Organizations in COMMBUYS](#)
- [How to Set Up Approval Paths](#)
- [How to Maintain Agency Users](#)
- [More topics..](#)



Webcasts

- [Overview of COMMBUYS](#)

I'm a Vendor



Jobs Aids

- [Vendor Registration](#)
- [Create a Quote](#)
- [Access Purchase Orders & Change Orders](#)



Webcasts

- [Overview of COMMBUYS](#)
- [Vendor Registration in COMMBUYS](#)
- [How to Find Bids and Submit Quotes in COMMBUYS](#)
- [How to Find Your Purchase Orders in COMMBUYS](#)



Training

- [Locate and Respond to Bids](#)



Next Steps

Think through the following:

- Your Departmental contracts and how you would prioritize them
- Your Departmental vendors and how you can reach out to them to get them to register (we'll talk more about this in Webinar 2, tomorrow)
- Who should attend your Secretariat workshop and what priority topics you would like to discuss
- What contracts to bring to your Secretariat workshop to work through the transition to COMMBUYS (you'll have more information about this after Webinars 3 and 4)
- Who might need to attend training or be assigned a role in COMMBUYS
- What assistance your Organization Administrator might need with ongoing set-up and approval paths

Questions



We're here to help!

Questions? You can reach the COMMBUYS Help Desk by phone (1-888-627-8283) and by email (commbuys@state.ma.us).

More Information?

For Readiness Program resources: Please visit www.mass.gov/osd, click "OSD Events and Training" on the left of the page and then select "COMMBUYS Readiness Training." Or navigate directly by following this link: <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/osd-events-and-training/commbuys-readiness-training.html>.

For additional information, such as Glossary of Terms, Terminology Crosswalk, policy documents and previously published job aids and webcasts, visit www.mass.gov/osd/commbuys and click "Key Resources" on the left of the page.